



2010/2011

SCHOOL MUSIC POLICIES

PRIVATE LESSONS COMMENCE MONDAY, SEPTEMBER 13, 2010 AND CONTINUE UNTIL JUNE 2011

WELCOME

We thank you for following our policies. Due to the number of students enrolled in our school, we put these policies in place to make our school more efficient for our students, teachers and parents. The following guidelines and policies have been established to ensure a warm, friendly and professional relationship between us.

Our goal is to develop the student's full music potential with individualized instruction by providing balanced repertoire, progressive technique, and most importantly, a love of music. We are very concerned about student progress and want the time we spend together to be positive as well as fun. Please let us know of any concerns or questions you may have throughout the year.

Lesson Scheduling

All private lesson scheduling is done through the office. Changes cannot be made directly with your teacher. Once a lesson time is established, it is important that we maintain the student's lesson time.

We recognize that schedules can change. If you require a permanent change in your lesson time, please advise the school via email at music@stouffvilleacademy.com.

Lateness

If you are late, you may only receive the balance of your lesson. Students arriving late will not have their lesson time extended.

If you are more than 15 minutes late, your lesson may not be taught. Students arriving late by more than half of their lesson period will be considered absent, and their instructor will be dismissed.

Absence Policy

Your lesson time is reserved especially for you. Please do not schedule other appointments or activities during your lesson time/group class times.

Unattended lessons with no notice will not be rescheduled.

Student Cancellations

Please notify the office, not your teacher, if you are unable to attend a lesson. Call the office at 905 640 9337 or send an email to music@stouffvilleacademy.com.

If the school is given a minimum of 48 hours notice, a make-up lesson may be available at the discretion of the school director or administrator and the availability of a suitable teacher.

There are no credits or refunds given for student absences.

Students are allowed two make-up lessons per year.

We must receive a minimum 48 hours advance notice of the absence in order to schedule a make-up. Parent is responsible to email the office to schedule a make-up lesson. Make-up lessons may be scheduled during the week, if time is available. Additionally, the week of June 14th, 2010 has been set aside specifically to provide makeup lessons. Please note that these lessons may not occur at the time or on the date of the student's normal lesson. The more notice you give, the more likely we will be able to schedule a make-up time that is convenient for you.

No make-ups will be provided after the week of June 13th, 2011. No make-up lessons will be offered for any absence that occurs after May 13th, 2011.

Teacher Cancellations

Due to unexpected circumstance, your instructor may be absent. If your teacher is not available for any reason, a qualified supply teacher will fill in. If a supply teacher is not available, you will receive a credit for the missed lesson.

Stouffville Academy of Music and Dance reserves the right to, under special circumstances, replace your current teacher with a new qualified teacher.

Inclement Weather

In the case of inclement weather, parents are asked to call the school to confirm whether or not classes will be cancelled. A recorded message will be left on the school voice mail by 3:30 pm. Please do not assume that classes are cancelled if daytime schools are closed, as the weather can change quickly.

Tuition Payment Information

Payment for lessons is made via automatic debit from your checking or savings account. Payment is withdrawn on the 1st of the month. A schedule of the debits and the debit totals is included in this handbook.

If lessons are started later in the academic year, the yearly tuition is prorated and divided over the remaining months.

An annual enrolment fee of 25.00 per student is charged when a student enrolls in any program at any time during the year.

Materials

As needed, the teacher assigns materials to your student. You will receive a notice advising you of the material requirements and their costs. The Stouffville Academy of Music and Dance purchases these materials in anticipation of the students' needs. You will receive an invoice to reimburse us for materials when they are distributed to your student. Please note that we do not sell materials; we merely pass on the cost to you from our suppliers.

The Studio Environment

It is expected that everyone wait quietly. Do not disturb ongoing lessons. Please do not drop off students more than five minutes prior to lesson time and pick them up promptly. Parents, if you have a question to ask, please ask at the beginning or during your child's lesson time, not during another student's lesson time.

No food or drink is permitted in the private music suites. Parents and students are permitted beverages while in the waiting area.

Parent Observation

Parents are welcome to sit in and observe student lessons.

Progress Reports

Progress reports will be provided twice over the course of the year, prior to the Christmas Break, and again at the end of the school year.

Early Withdrawal from Program

Learning a new instrument is rewarding, but it can also be challenging. Early in a student's study, they may feel discouraged at the pace of their progression. As well, it can take time for a teacher and student to develop a working relationship that best suits the student's needs and learning. As such, we ask that student's commit for a minimum of three months prior to deciding to withdraw from the program. If after this time there continues to be concerns, we encourage you to contact the office to discuss your situation. In some cases, it may be a change of teacher, or even instrument that is required.

Each private lesson time has been reserved especially for your student. If you determine that withdrawing from lessons is necessary, please request a withdrawal form. Written notification through this form is necessary in order to withdraw from the lessons. Payment will be required until the end of the current month for notifications received prior to the 15th, and until the end of the following month for notifications received after the 15th of the month.

Contacting the office

You may contact the office by email or phone. If notifying of an absence, please send an email to music@stouffvilleacademy.com. Please add our email address to your list of approved addresses so our emails are not blocked or sent to the junk filter.